Library Services & Technology Act

FY 1998-99 - APPLICATION FORM

Organization/Institution: **Cedar City Public Library**

Project Title: Technology: Enhanced Internet Public Access

Project Director's Name: Afton LeFevre (contact Steve Decker)

Phone: 435-586-6661   FAX: 435-865-7280   E-Mail: decker@edu-suu-cclib.cclib.suu.edu

Check Applicable Grant Category

For Public Libraries Only		
Basic Technology	Automation Grant	
Enhanced Integrated System	Planning Grant	Technology Grant **X**
Enhanced Internet Connectivity	Planning Grant	Technology Grant
For All Libraries		
Community Electronic Network	Planning Grant	Technology Grant
Partnerships & Cooperative Projects	Planning Grant	Implementation Grant
Improved Access to Library Services	Planning Grant / Technology Grant	Customized Service Grant

Check Funding Category

X Mini-Grant (to $7,500)   No Match required

Regular ($7,501-$74,999)   Match (25%)

Major ($75,000 and up)   Match (35%)

AMOUNT REQUESTED FOR THE TOTAL PROJECT:

Federal LSTA	$ 7,500	
Match (if required)	$	%
Total	$ 7,500	

I. SUMMARY

PROJECT TITLE: TECHNOLOGY: ENHANCED INTERNET PUBLIC ACCESS
PROJECT DATES: <u>1/98 - 6/98</u>

Summary of Project, in 150 words or less:
Cedar Public Library proposes to double the present number of public access terminals for the Internet and the Library Online catalog, as well as other electronic reference information, by purchasing four additional computers. The Library is applying for a LSTA Mini-Grant for $7,500 to acquire the computers. The Library will also spend $7,500 of its local funds to complete the project by purchasing computer tables, desks, and providing electrical installation. This project will enhance the library's ability to meet the electronic informational and research expectations and needs of its patrons. Providing this service is essential to this rural population, more than 200 miles from a major metropolitan library, to allow opportunity for current and vital information.

II. PROJECT DESCRIPTION

A. NEEDS STATEMENT

Cedar Library patrons frequently find themselves queuing up for a turn to use a public access computer terminal to search the Internet or locate materials on the library online catalog.

Patron use of the Library's computerized resources has increased steadily. According to data researched for the Library's feasibility study, which was completed and reported to the Cedar City Council on November 5, 1997, the population growth rate in Cedar City since 1990 has been 5.9%. Cedar City's population at the present time is estimated at 19,000, and expected to grow to 35,700 by the year 2008.

As of October 30, 1997, the Library had 13,365 registered active cardholders. Of this amount, 8,178 are adults, 2,794 are youth ages 12-17, and 2,393 are juvenile patrons ages 5-11.

The Library now has four computer terminals for public access to the Internet and to the Library's online catalog. These terminals are used constantly by library patrons, both students and adults, and at peak hours, as mentioned previously, there are people queued up waiting to use them.

To meet this growing need for public access to electronic information, Cedar City Library proposes to increase the number of public access terminals to eight. To accomplish this goal, the Library proposes acquiring four additional computers [Pentium PC's: P200, 32 MG RAM, I Gigybyte hard drive, Network cards, CD Rom Drives, monitors, printers] to provide four more public access workstations. One workstation will be designed for wheel-chair access for patrons with disabilities.

These four new computers added to the present public access set-up would become the basis of a new reference and information center on the main floor of the library. New computer furniture for all computers, design consultation to configure the computer center for efficient space utilization, electrical and computer cable installation would be required.

The project will double the present capacity for public access to information and will enhance the library's ability to meet the informational and reference needs and expectations of its patrons. Providing this service is essential to this rural population located more than 200 miles from a major metropolitan library.

B. PROJECT GOALS AND OBJECTIVES

GOALS:

1. To provide public access to the Internet, the Library's online catalog, electronic reference data bases, CD-ROM resources.

2. To create a Homepage for Cedar City Public Library which will provide links to information and resources available through the library network.
The Homepage would also be a newcomer's guide to the community to spotlight resources and activities within the community.

OBJECTIVES:

1. Cedar Library shall provide four additional PCs for public access to the Internet through the Cedar City Public Library Homepage with links to the Internet, Utah Library Network, Pioneer--Utah's Online Electronic Library, other libraries, business, state and local government.
a. PC specs shall be not less than P200, 32 MG RAM, I Gig harddrive, network cards, printers, monitors, CD ROM drive.
2. Provide sufficient hub for adding 5 more network items (4 computers, network laser printer, I color bubble jet attached to one machine)
3. Provide additional computer furniture and peripherals.
4. Provide access for those who may be physically challenged.
5. Research the feasibility, and provide, if possible, touch screen access, particularly for children, to the Library's online catalog.

LONG RANGE PLAN:

These goals and objectives support the Library's plan to develop a reference center on the main floor of the Library. The public access workstations would be located in the reference center along with reference books, electronic databases, CD ROM data disks, encyclopedias, and periodicals. Efficiency of access to all mediums of information is a prime objective.

The Library is also exploring the possibility of providing staff assistance to the public with a new staff reference position to assist the public in their information searches through the following options:

Option 1: Explore the possibility of developing a partnership with the University for internship for senior students to receive training and experience as reference assistants/system administrators for the library network.

Option 2: Explore the possibility of funding for a new reference staff position.

TECHNOLOGY PLAN

The Library's Technology Plan emphasizes the goal to provide more computer access for the public. Technology objectives include developing a homepage as well as a plan to provide offsite access to the library online catalog.
[SEE APPENDIX A FOR LIBRARY'S TECHNOLOGY PLAN]

C. PROGRAM

The essential part of the project is to increase the number of public access workstations and provide appropriate computer tables for the new computers. The funds requested in this grant application are for the acquisition of four new computers.

The Library will use local funds to purchase computer tables and chairs. The computer center will become the core of the proposed main library reference center which is envisioned for the future to include the computer-provided electronic access to information, reference books, encyclopedias, and periodicals. All elements will be located on the main floor making it an efficient and convenient area for research for library patrons.

1. Scope of the project.
The Library Director, Library Board Chair, Technical Assistant, and Technology Committee will meet to firm the scope and timetable of the project. Essential elements to be considered will include:

a. Assessment of present space and furnishings in the adult library area on the main floor of the library.
b. Consultation with a professional designer to determine efficient arrangement of computers and new computer furniture.
c. Develop specifications for computer tables/chairs, including one workstation for the physically challenged.
d. Final review of computer hardware and software specifications. [Computer hardware and software specifications have been previously developed by Library Director and Technology Committee for purposes of this LSTA grant application]
e. Advertise for bids.
f. Award bids.
g. Consultation with vendors, electricians, and telephone representatives to coordinate installation.
h. Acquisition and installation of computers and new computer tables.
i. Installation of computer network and internet access on new computers.
j. Evaluation.

D. PROJECT TIMETABLE (Tentative)

1. Review specifications for computer hardware and software, and advertise for bids.
   Library Director, Library Board, Technology Conunittee
   Deadline: January 30, 1998
2. Award bids
   Library Board
   Deadline: Feb. 15, 1998
3. Installation
   Supervised by Library Director and Technology Committee
   Deadline: April 30,1998
4. Implementation.
   Supervised by Library Director
   Deadline: May 15, 1998
5. Evaluation
   Library Director, Library Board Chair, Technical Assistant, Technology Committee.
   Deadline: June 1, 1998

REPORTS: Interim and final reports filed according to grant contract.

E. EVALUATION STATEMENT

1. New equipment shall be installed and working properly.
2. Survey patrons with a short questionnaire to assess satisfaction with enhanced service.
3. Chart the use of each workstation to determine the frequency of use and/or increased use.
4. Complete a technical equipment log for each workstation to track reliability of equipment.
5. Survey staff for input on results of reference searches and degree of satisfaction with equipment and resources.
6. Complete interim LSTA reports and Final Summary and Evaluation according to contract dates.

F. COMMUNITY SUPPORT STATEMENT

1. Future support is evidenced by the ongoing partnership between higher education, public education, the public library, and the State Library Division's full text online database.
2. Local government supports the concept of a virtual village and encourages and assists with funding for technology projects.
3. Parents and students are enthusiastically using available technology for their information searches.

G. FUTURE FUNDING STATEMENT

1. Future costs should be limited to minor operating costs, supplies, and minor technical assistance. These costs should be addressed through the regular library budget through line-item appropriations.

III. PROPOSED PROJECT BUDGET

Please provide information where applicable and divide your proposed budget into the following categories. Be specific and be certain of items for expenditure of funds. (Revisions are possible and require submitting formal paperwork and State Library Division approval. If a revision is necessary, remember that your application for LSTA funds was successful because of the needs identified in this application and proposed budget. Revisions require an indication of why the change is desired, why other funds can't be used, and specific revised amounts.)

Category	LSTA Funds	Local Funds	Other*	Total Funds
A. Personnel Expenses:				
Salaries and Wages	_____	_____	_____	_____
Employee Benefits	_____	_____	_____	_____
SUBTOTAL	_____	_____	_____	_____
B. Operating Expenses:				
Travel	_____	_____	_____	_____
Training	_____	_____	_____	_____
Materials/Supplies	_____	500	_____	500
Contracted Services	_____	1500	_____	1500
Other	_____	2000	_____	2000
SUBTOTAL	_____	_____	_____	_____
C. Equipment & Capital Outlay Expenses:				
Computer Hardware	7200	_____	_____	7200
Computer Software	200	_____	_____	200
	100	500	_____	600
Other	7500	500	_____	8000
SUBTOTAL				

D. Other, Specify below	_____	5000 _____	_____	5000 _____
SUBTOTAL	_____	5000 _____	_____	5000 _____
E. Percentage of Matching funds:		_____	_____	_____
SUBTOTAL		_____	_____	_____
TOTALS	$ 7500 _____	$ 7500 _____	_____	$15,000 _____

*Source of funds in this category include donations, Friends fund raising, private sector grants. Do <u>not</u> include "in kind" donations. (See *Handbook* for general information and guidelines.)

IV. DETAILS: PROPOSED PROJECT BUDGET DESCRIPTION

A. PERSONNEL EXPENSES:

B. OPERATING EXPENSES:

$500.   Technical support for installation of internet and related databases on new computers.
$500.   Supplies: cables, surge protectors, switches, and similar items required for installation.
$1000.   Electrical circuits and connections; electrical installation

C. EQUIPMENT/CAPITAL OUTLAY:

$7200.   4 Pentium PC'S (P200, 32 MG RAM, 1 GIG, network cards, CD ROM drives, monitors, printers)
$200.   Novell network license ($50 per unit, incremental)

D. OTHER EXPENSES: (Please specify)

$5000.   Computer desks, chairs.